

Grant Agreement Instructions for Applicants

Here's info on how to find and upload your signed grant agreement in the online grant portal. These images show the process; you'll be doing the actual clicking in the online grant portal.

Login to the grant portal

Get familiar with the Dashboard

- Each project has its own box that can be expanded or collapsed
- There are two main sets of documents for each project:
 - **Follow up Forms**—forms you need to fill out and submit (e.g. Quarterly Progress and Expense reports, Grant Agreements, etc.)
 - **Documents uploaded by Administrator**—items we share for reference (e.g. Final signed grant agreements, Expense form, instructions, etc.)

Follow Up Forms					
FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Grant Agreement	[REDACTED]	Overall Award		Complete	View
Progress and Expense Report	[REDACTED]	Overall Award	07/31/2018 12:00 AM CDT	Assigned	Edit

Documents uploaded by Administrator	
DESCRIPTION	FILE
Final signed grant agreement	FINALIZED Agreement Ecross.pdf
Expense Form for Reporting	WQIP2-ECOSS-ExpenseForm.xlsx
Expense Report example	Expense Request EXAMPLE.xlsx
Instructions to submit the progress and expense follow up form	How to Fill Out the Progress and Expense Report_EL.docx

You will be using both of these sections to download, fill out a form, and upload the signature page.

Sign and Submit the Grant Agreement:

1. On your dashboard, under **Documents uploaded by Administrator**, click on the Draft Grant Agreement—on the highlighted file name.

Documents uploaded by Administrator	
DESCRIPTION	FILE
Expense Form Example	Expense Request EXAMPLE.xlsx
Instructions to submit the progress and expense follow up form	How to Fill Out the Progress and Expense Report_EL.docx
Expense Form for Reporting	WQIP2-MapleValley-ExpenseForm.xlsx
Grant Agreement Draft	WQIP2-CityofMV-GrantAgreementDraft.pdf

2. This will download the pdf onto your computer. Next, print and have your listed grant authorizer **sign the signature page** (page 6 or 7). **Scan** the signed signature page - you will later upload this page to a follow up form.

4. Back in the grant portal, on your dashboard, in the **Follow Up forms** section is a form called Grant Agreement. Click '**Edit**' on the far right side of the page.

Follow Up Forms					
FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Grant Agreement	[REDACTED]	Overall Award	03/15/2018 [REDACTED]	Draft	Edit
Progress and Expense Report	[REDACTED]	Overall Award	04/30/2018 12:00 AM CDT [REDACTED]	Assigned	

5. Complete the questions in this form. Make sure to fill out the **King County Substitute W9 Form** (unless you have a previous WaterWorks grant and no information has changed). This is how King County will list your organization as a vendor so that checks can be made to your organization. Click on '**form**', complete the form, and then upload. *Note: King County has a specific W9 form, so you can't use a different W9 form.*

King County Substitute W9 Form *

Please click on this **form**, fill out, and upload.

- Name = Organization name
- Purchasing Location = Main office location
- Remittance Information = the address you want reimbursement checks to be sent to

If you had a previous grant with WaterWorks, we will upload the previously submitted W9 form. Please look over, and if any changes have occurred, please fill out a new form and upload below.

Upload a file [5 MiB allowed]

6. The last section is where you will **upload** the signed signature page of the grant agreement. Click "**Submit Follow Up**", and you're done. King County will notify you when the agreement is finalized and you can start your project.

Uploaded grant agreement page*

Click to download the grant agreement from your dashboard located under 'documents uploaded by administrator' (home page of grant portal) and please read thoroughly. Page 7 of the document requires a signature and date from the receiving organization's grant authorizer. Please upload **only page 7 in PDF format** to the upload box down below.

King County will next sign and date the grant agreement. The completed grant agreement will then be uploaded for the grant recipient to view and download. Once the grant agreement has been signed by both parties, the grant recipient may begin the project. You will be notified of the start date.

Upload a file

Save Follow Up **Submit Follow Up**

If you have any questions, or need help, contact water.grants@kingcounty.gov or call Elizabeth Loudon at 206-477-4297 or Kelley Govan at 206-263-1248. Thank you and we look forward to working with you on your project(s)!